North Dakota Legislative Bill Tracking System

User Manual

Last Updated: December 30, 2014

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Introduction

The Legislative Bill Tracking system is an online web application which is available for state agency users and Internet users to track bills and resolutions for the legislative session.

The tracking of legislative bills and resolutions begins with prefiled bills as they are published to the legislative branch website. Non-prefiled bills and resolutions will be available for tracking after they are officially introduced starting on the first day of the legislative session.

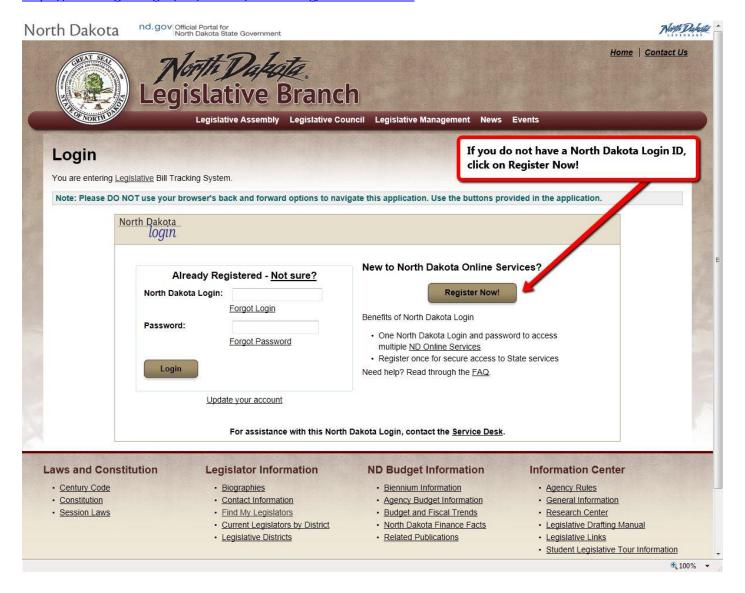
Login

Internet Users

Internet users will login to the Legislative Bill Tracking System web application using their State of North Dakota Login ID. If you do not have a State of North Dakota Login ID, click on the "Register Now!" button to create a North Dakota Login ID.

Login will be performed using the following web address:

https://www.legis.nd.gov/lcn/council/billtracking/mainmenu.htm

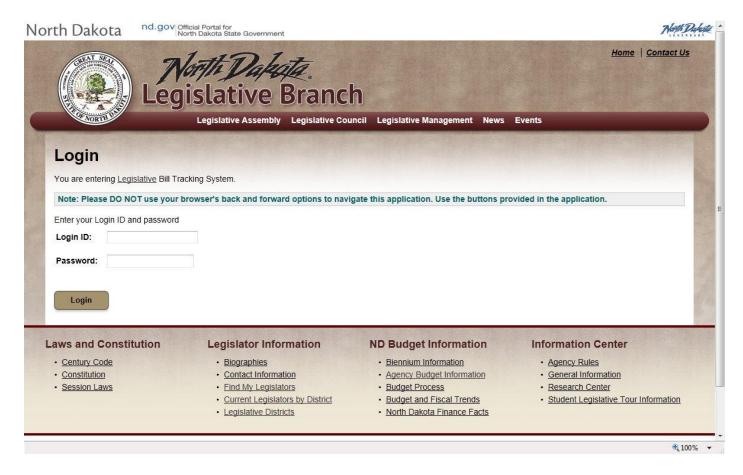


State Agency Users

State agency users on the state network will be able to login to the Legislative Bill Tracking System web application using their North Dakota government (NDGOV) login id.

Login will be performed using the following web address:

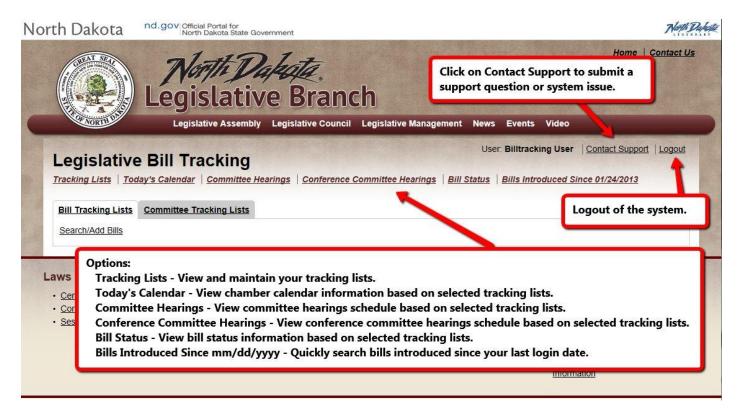
https://intranetapps.nd.gov/lcn/council/billtracking/mainmenu.htm



NOTE: If a NDGOV login ID user needs to access the Legislative Bill Tracking System web application from outside the state network, the user will need VPN into the state network using their SSL VPN connection to access the web application.

Legislative Bill Tracking Main Menu

After logging into the Legislative Bill Tracking System, the following bill tracking main menu page will appear:



You may create one or more bill tracking lists or may choose to track all bills which go through a specific standing committee. Once you have one or more tracking lists created, you will be able to view calendar, committee hearing, conference committee hearing, and bill status information for one or more bill tracking lists.

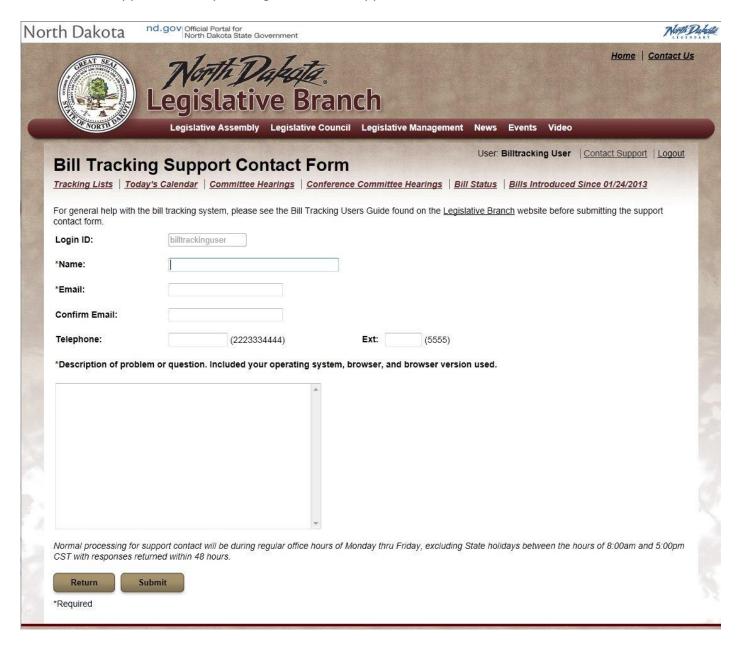
Click on Contact Support to submit a support question or system issue.

NOTE: This user manual is also available for viewing after you are logged into the system:



Contact Support

If you have a support question or a system issue, you may contact support by completing and submitting the "Contact Support" form by clicking on Contact Support:

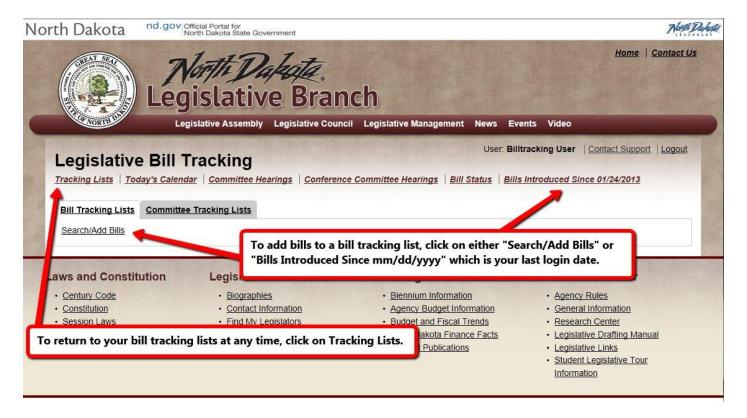


NOTE: Normal processing for support contact will be during regular office hours of Monday thru Friday, excluding State holidays between the hours of 8:00am and 5:00pm CST with responses returned within 48 hours.

Bill Tracking Lists

Search/Add Bills

To add bills to one or more bill tracking lists, you need to search and select bills to add to your tracking list. Note, bills and resolutions will be available to search and add to a bill tracking list after prefiled and introduced bills are published to the legislative branch website (www.legis.nd.gov).

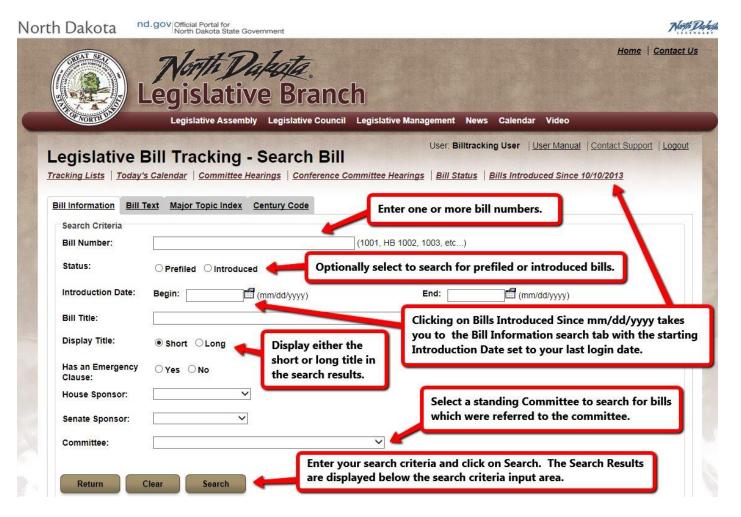


You may return to your bill tracking lists at any time by clicking on Tracking Lists.

See the following bill tracking search example pages for the different methods to search and find bills to add to your tracking lists:

Bill Information Search

The Bill Information search tab allows you to search by bill number (one or more separated by commas), status (Prefiled or Introduced), introduction date range, bill title text, emergency clause, house sponsor, senate sponsor, and standing committee (bill was referred to a particular standing committee).



NOTE: To view all bills, click on "Search" without entering any search criteria.

Bill Text Search

The Bill Text search tab allows you to search by text contained with bills, resolutions, and amendments.



Major Topic Index Search

The Major Topic Index search tab allows you to search by the assigned major topic index for a particular bill or resolution.



Note: The Major Topic Index is available at:

http://www.legis.nd.gov/assembly/63-2013/subject-index/major-topic.html

Century Code As Introduced Search

The Century Code search tab allows you to search by the as introduced North Dakota Century Code (NDCC) Title and Chapter for a particular bill or resolution.

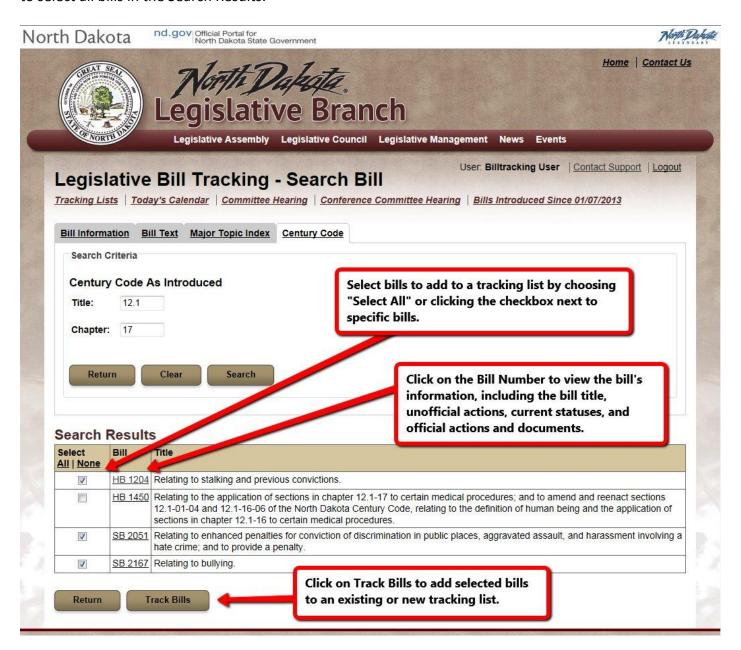


Note: North Dakota Century Code (NDCC) is available at:

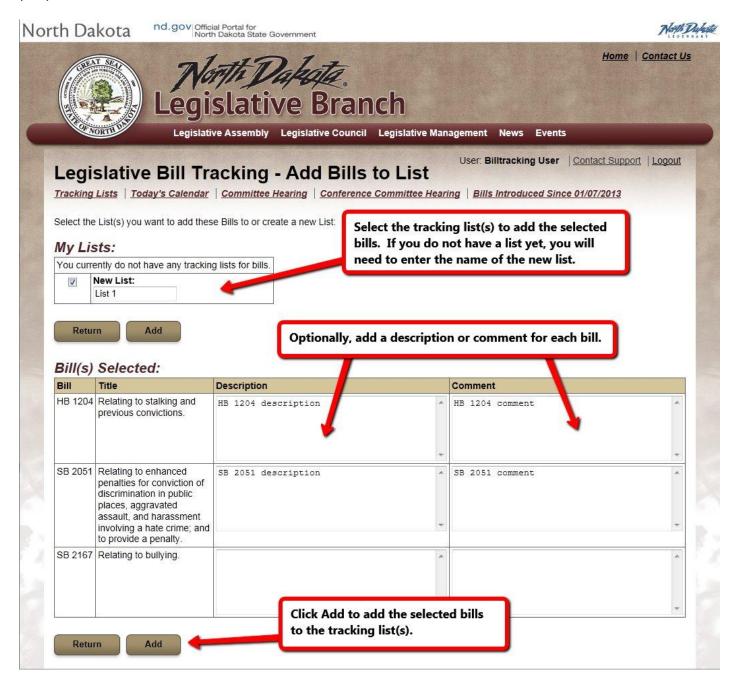
http://www.legis.nd.gov/general-information/north-dakota-century-code

Search Results - Select Bills

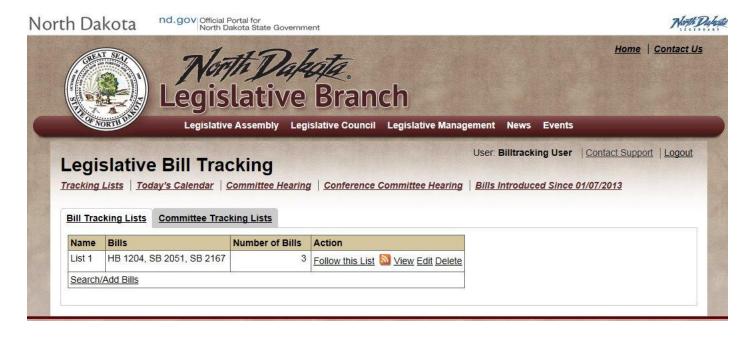
To add bills to an existing or new bill tracking list, review your Search Results and select which bills you would like to add to a bill tracking list by clicking to checkbox next to the bill number or clicking on Select All to select all bills in the Search Results.



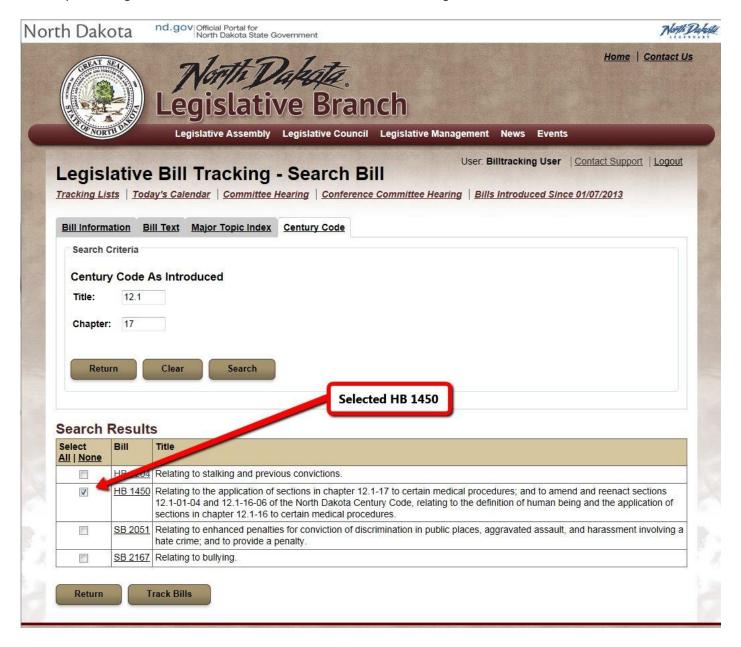
Complete the add process by selecting the tracking list to add the bills. If you do not have a bill tracking list created yet, you will need to click the check box to create a new track list and enter the name of the new list.



After the bills are added, your bill tracking lists will be displayed.



You may search again and add one or more bills to one or more tracking lists:



Select to add HB 1450 to the existing List 1 bill tracking list and a new bill tracking list named List 2:



After the bills are added, your bill tracking lists will be displayed. HB 1450 is now in both lists.



Edit Bill Tracking List

To edit the bill tracking list name or the bills within a particular bill tracking list, click on the Edit action.



The bill tracking list will be displayed. If you want to rename the bill tracking list, modify the List Name and click on Update.

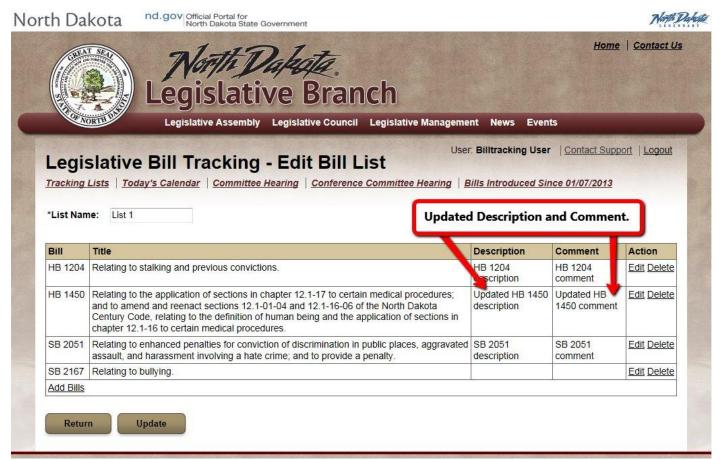


If you want to edit the description or comment for a particular bill within the bill tracking list, click on the Edit action next to the particular bill.



Make your changes to Description and Comment and click on Update.





Delete Bill Tracking List

To delete a bill tracking list, click the Delete action next to the list.





Copy Bills To Another Bill Tracking List

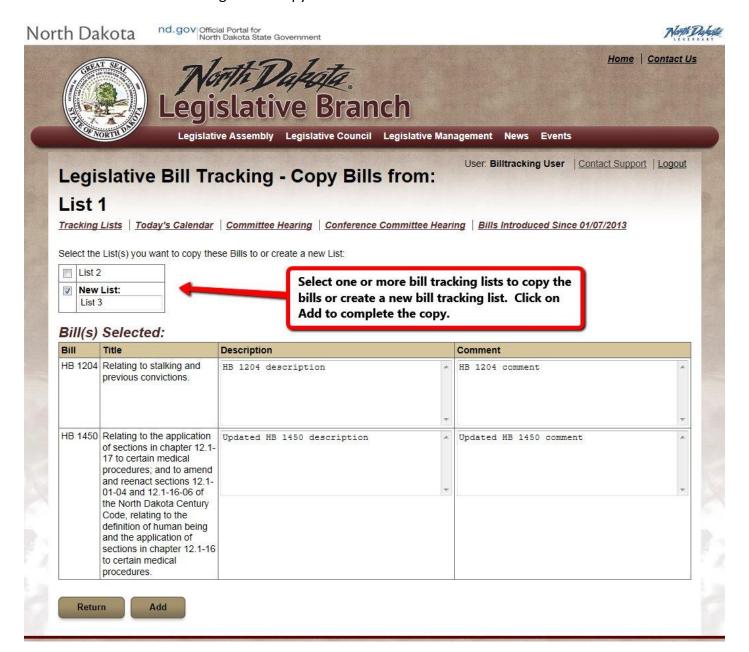
To copy bills from one bill tracking list to a new or existing bill tracking list, click on the View action for the bill tracking list which you want to copy bills.



Select the bills you want to copy to another list and click on Copy to List.



Select one or more bill tracking lists to copy the bills.

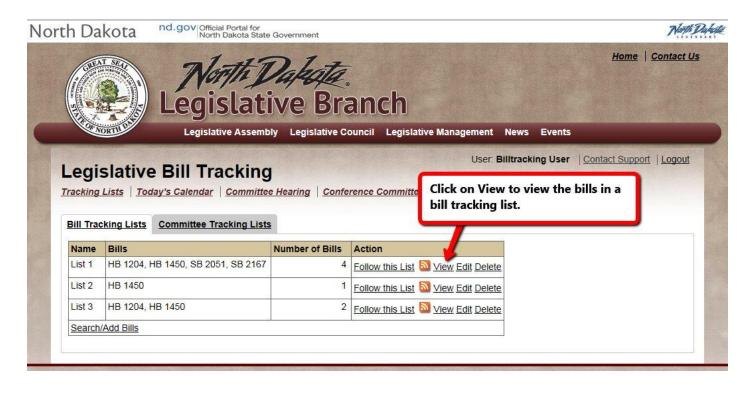


The bill tracking list named List 3 is now created.



View Bill Tracking List

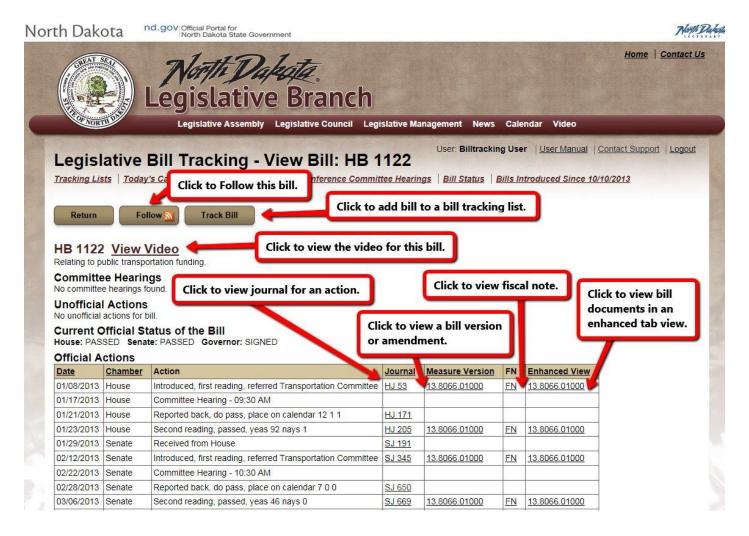
To view the bills in a bill tracking list, click on the View action for the desired bill tracking list.



Click on a Bill number to view the bills' detailed information.

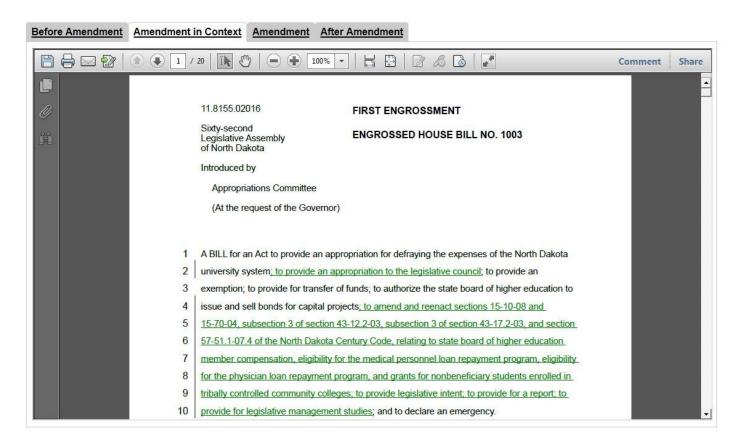


Bill detailed information:



NOTE: Documents are opened in a separate tab within your browser window.

The enhanced view displays the selected document(s) within tabs. Click on the tab to view the document. NOTE: The enhanced view opens as a separate tab within your browser window.



NOTE: On an Apple iPad you need to use two fingers to scroll the PDF document up and down.

iPad Users

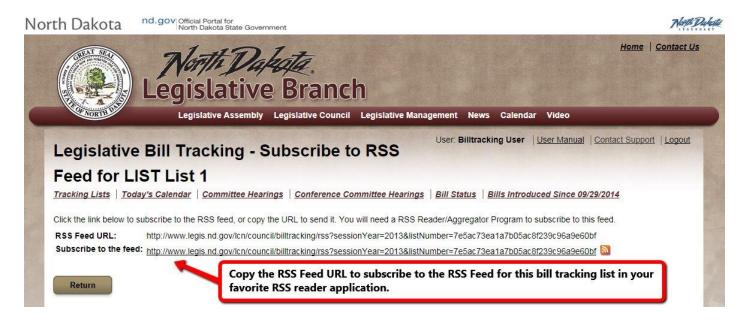
(Use 2 Fingers To Scroll)

Follow This List

To view or subscribe to an RSS feed for a bill tracking list, click on Follow this List.



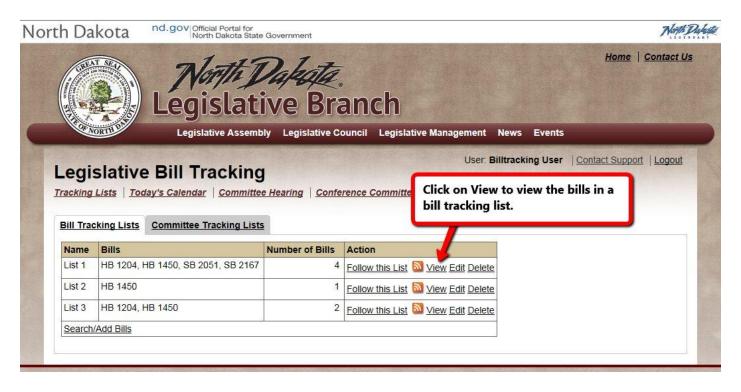
The following page will be displayed which provides the URL for the bill tracking list's RSS Feed.



NOTE: See the RSS Feeds section of this user manual for more information on RSS feeds and readers.

Delete A Bill From A Bill Tracking List

To delete a bill from a bill tracking list, click the View action next to the list.



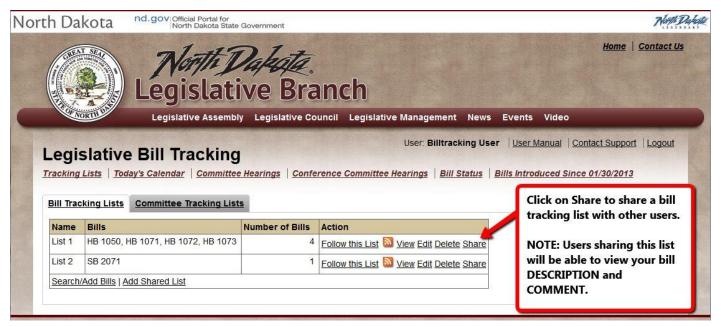
Click on the Delete action next to the bill you want to delete from the bill tracking list.





Share A Bill Tracking List

To share a bill tracking list, click the Share action next to the list.



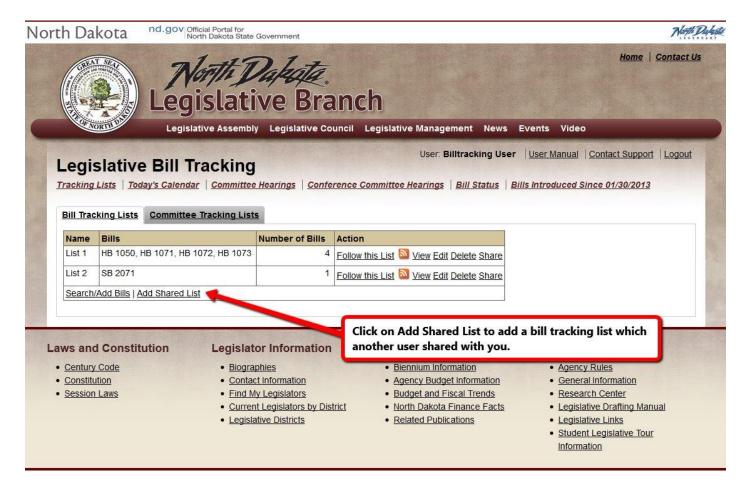
NOTE: Users sharing this list will be able to view your bill DESCRIPTION and COMMENT.

To share a bill tracking list, you need to provide **List Name** and **List Code** to the person(s) you want to share your bill tracking list.



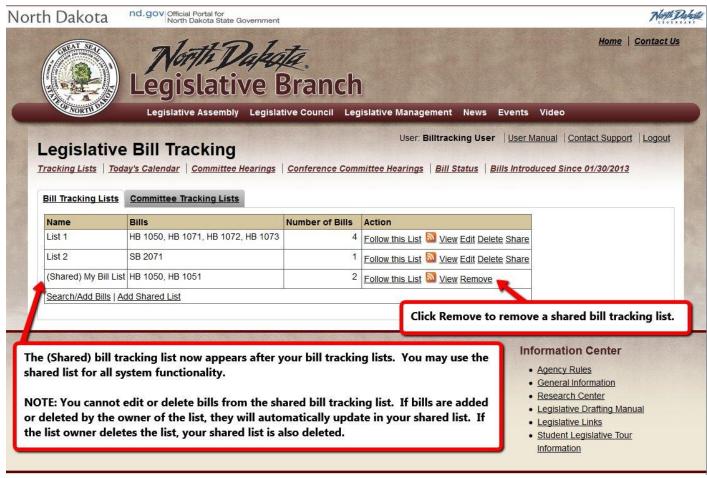
Add A Shared Bill Tracking List

To add a shared bill tracking list, click the Add Shared List.



Enter the List Name and List Code provided by the user who is sharing a bill tracking list with you:





You may use the (Shared) list for all system functionality. **NOTE: You cannot edit or delete bills from the shared bill** tracking list. If bills are added or deleted by the owner of the list, they will automatically update in your shared list. If the list owner deletes the list, your shared list is also deleted.

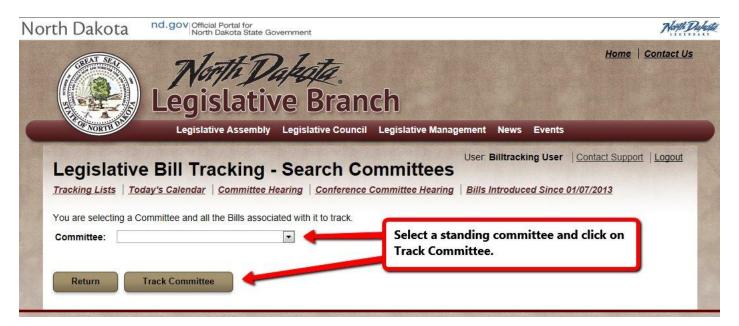
Committee Tracking Lists

Search/Add Committees

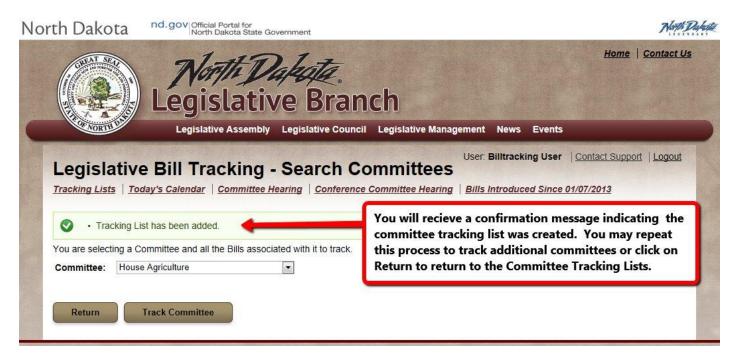
Committee tracking lists allow you to track bills referred to a particular standing committee.



Select a standing committee to track all bills which were referred to that particular committee.



You will receive a confirmation message indicating the committee tracking list was created.

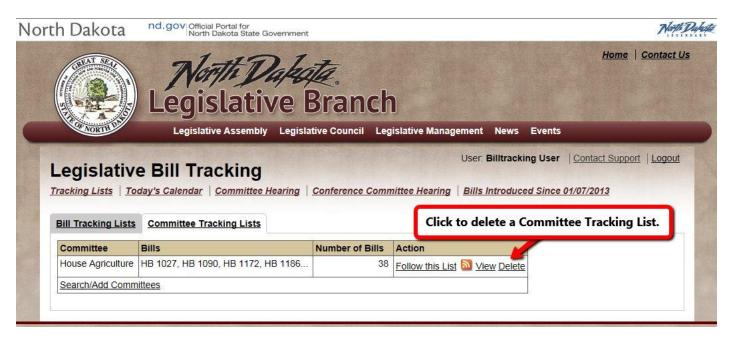


The Committee Tracking Lists tab will display the standing committees you are tracking.



Delete Committee Tracking List

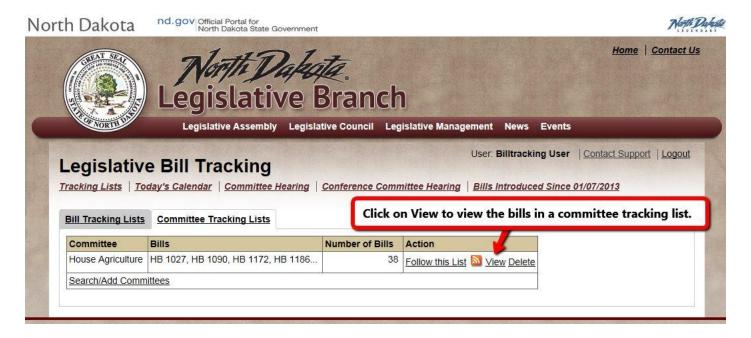
To delete a committee tracking list, click on the Delete action for the particular committee tracking list you want to delete.





View Committee Tracking List

To view the bills in a committee tracking list, click on the View action for the desired committee tracking list.

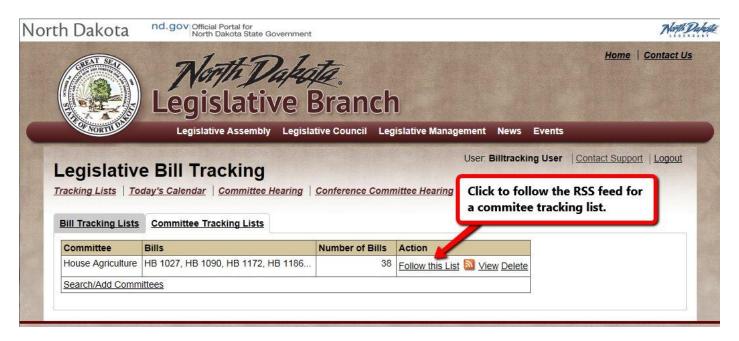


The bills referred to the standing committee are displayed.

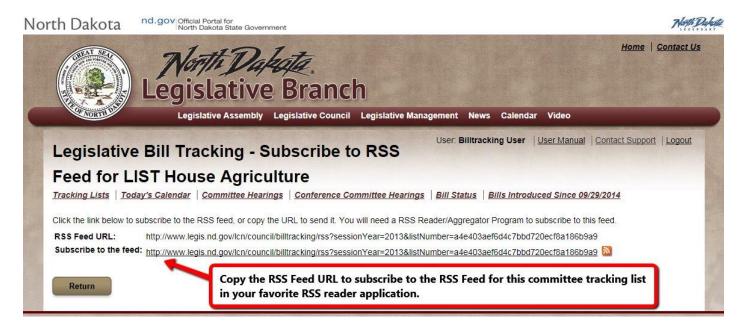


Follow This List

To view or subscribe to an RSS feed for a committee tracking list, click on Follow this List.



The following page will be displayed which provides the URL for the committee tracking list's RSS Feed.



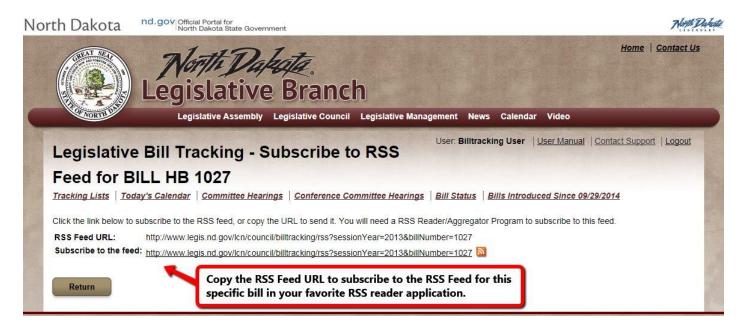
NOTE: See the RSS Feeds section of this user manual for more information on RSS feeds and readers.

Follow this Bill

To view or subscribe to an RSS feed for a specific bill, click on Follow this Bill.



The following page will be displayed which provides the URL for the selected bill's RSS Feed.



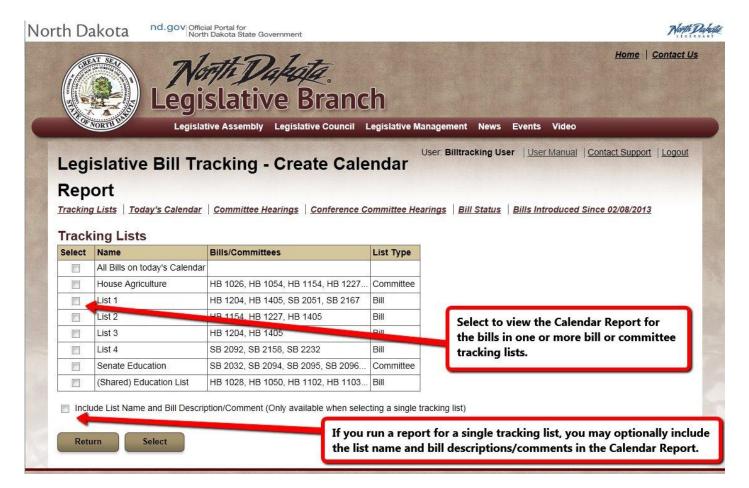
NOTE: See the RSS Feeds section of this user manual for more information on RSS feeds and readers.

Today's Calendar Report

To view today's calendar report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Today's Calendar.



Select either All Bills on today's Calendar or specific committee or bill tracking lists. You may also optionally select to include the tracking list name and bill descriptions/comments in the calendar report. Note, including the tracking list and bill descriptions/comments is only available if you run the report for a single tracking list.



Calendar Report with list name and bill descriptions/comments:

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Legislative Bill Tracking - Legislative

Assembly: - February 08, 2013

Tracking Lists | Today's Calendar | Committee Hearings | Conference Committee Hearings | Bill Status | Bills Introduced Since 02/08/2013

House Floor Calendar

Day 24

Order: 6 - Consideration of Amendments

Bill Number	Floor Action	AM	EM	СО	Message	Committee	Committee Recommends	Comm Vote	Primary Sponsor	Versions	List Name	Description	Comment
HB 1331	Passed	Α			1 absent	Education	Do Not Pass	8 - 4	Heller	Engross	Education List	1331 desription	1331 comment
HB 1356	Passed	Α			1 absent	Education	Do Pass	12 - 0	Rust	Engross	Education List	1356 description	1356 comment

Order: 11 - Second Reading of Bills and Resolutions

Bill Number	Floor Action	AM	EM	СО	Message	Committee	Committee Recommends	Comm Vote	Primary Sponsor	Versions	List Name	Description	Comment
<u>HB 1303</u>	Failed 16 - 74			*	1 absent	Education	Do Not Pass	10 - 2	Johnson, D.		Education List		
HB 1328				*	1 absent	Education	Do Not Pass	10 - 2	Rust		Education List	1328 description	1328 comment

No conference committee activity found for today

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Legislative Bill Tracking - Legislative Assembly: - January 24, 2013

Tracking Lists | Today's Calendar | Committee Hearings | Conference Committee Hearings | Bill Status | Bills Introduced Since 01/24/2013

House Floor Calendar

Day 13

Order: 6 - Consideration of Amendments

Bill Number	Floor Action	AM	EM	СО	Message	Committee	Committee Recommends	Comm Vote	Primary Sponsor	Versions
HB 1091					1 absent	Human Services	Do Pass	12 - 0	Porter	<u>Engross</u>
HB 1117					1 absent	Judiciary	Do Pass	13 - 0	Hogan	Engross
HB 1135					RR TO APP	Human Services	Do Pass	13 - 0	Fehr	Engross

Order: 11 - Second Reading of Bills and Resolutions

Bill Number	Floor Action	AM	EM	СО	Message	7.5	Committee Recommends	Comm Vote	Primary Sponsor	Versions
HB 1168	Passed 91 - 0			*		Industry, Business and Labor	Do Pass	15 - 0	Frantsvog	
HB 1243	Passed 79 - 12			*	1 absent	Judiciary	Do Pass	12 - 1	Steiner	

Senate Floor Calendar

Day 13

Order: 6 - Consideration of Amendments

Bill Number	Floor Action	AM	EM	СО	Message	Committee	Committee Recommends		Primary Sponsor	Versions
SB 2066	Passed	Α				Human Services	Do Pass	4 - 1	Anderson	<u>Engross</u>

No conference committee activity found for today

Conference Committees portion of calendar report:

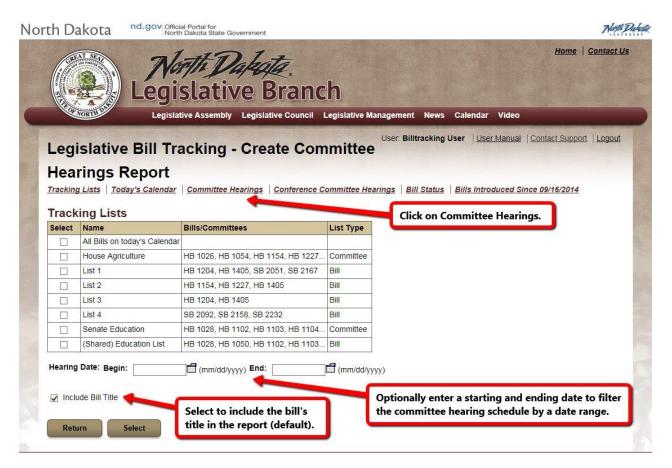
Conference Committees

Bill Number	Chamber	EM	СО	Member	Member	Member	Comm	Reported Back	Versions
HB 1054	House		*	BoeTEST63	HawkenTEST63	KretschmarTEST63	Finance and Taxation	3	
HB 1057	House		*	KelshTEST63, J.	KelschTEST63, R.	WallTEST63	Government and Veterans Affairs		
HB 1057	House		*	KelshTEST63, J.	KelschTEST63, R.	WallTEST63	Government and Veterans Affairs		
SB 2051	Senate		*	DeverTEST63	BurckhardTEST63	MarcellaisTEST63	Agriculture		Engross
SB 2055	Senate		*	FlakolITEST63	MathernTEST63	UglemTEST63	Finance and Taxation		

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Committee Hearings Report

To view the committee hearings report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Committee Hearings.



Select bill or committee tracking lists for bills to include in the report. You may optionally enter a starting and ending committee hearing date to filter the hearings included in the report. You may also select to not include the bill titles in the report.





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Legislative Bill Tracking - Committee Hearings

Tracking Lists | Today's Calendar | Committee Hearings | Conference Committee Hearings | Bill Status | Bills Introduced Since 01/24/2013

Date and Time	Bill Number	Short Title	Committee	Room	List Name	Description	Comment
01/24/2013 09:00 AM 🗂	HB 1227	Relating to the imposition of civil penalties; to amend and reenact sections 19-20.1-02, 19-20.1-03, 19-20.1-03.1, 19-20.1-03.3, 19-20.1-03.4, 19-20.1-04, 19-20.1-06, 19-20.1-08, 19-20.1-10, 19-20.1-11, 19-20.1-12, 19-20.1-13, 19-20.1-14, 19-20.1-15, 19-20.1-16, 19-20.1-17, and 19-20.1-18 of the North Dakota Century Code, relating to fertilizers, fertilizer materials, micronutrients, specialty fertilizers, soil amendments, and plant amendments; to repeal sections 19-20.1-01, 19-20.1-05.1, and 19-20.1-07 of the North Dakota Century Code, relating to the agriculture commissioner and storage and fees; and to provide a penalty.	House Agriculture	Peace Garden	List 2	List 2 - HB 1227 Description	List 2 - HB 1227 Comment
01/25/2013 09:00 AM 🛱 🛑	HB 1154	Relating to application requirements for registration as a professional soil classifier; and to provide for a legislative management study.	House Agriculture	Peace Garden	List 2	List 2 - HB 1154 Description	List 2 - HB 1154 Comment

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Print

Click to add appointment to your calendar.

Conference Committee Hearing Report

To view the conference committee hearing report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Conference Committee Hearing.



Select either All Bills on today's Calendar or specific committee or bill tracking lists.

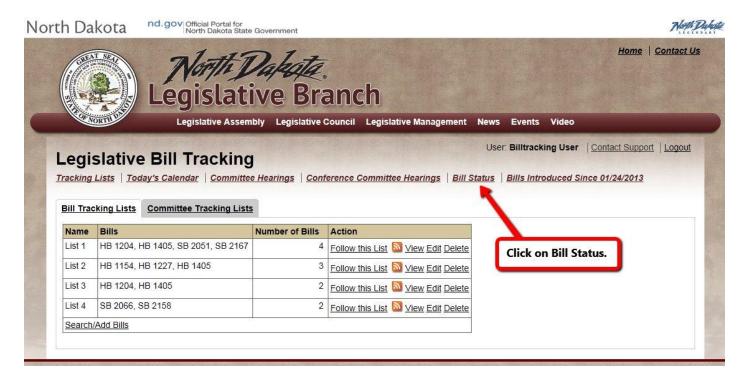


Note, you may only select a single bill tracking list when you choose to include the bill tracking list name and bill descriptions/comments in the report.



Bill Status Report

To view the bill status report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Bill Status.



Select either All Bills on Today's Calendar or only bills on selected bill or committee tracking lists. You may also optionally enter a starting bill action date to filter the bill actions listed in the report to only the actions which occurred on or after the entered date.



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Legislative Bill Tracking - View Bill Status Report

Tracking Lists | Today's Calendar | Committee Hearings | Conference Committee Hearings | Bill Status | Bills Introduced Since 01/24/2013

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Print

SB 2092

Relating to the motor vehicle excise tax exemption for certain motor vehicles in the possession of and used by permanently physically disabled persons.

Committee Hearings No committee hearings found.

Unofficial Actions

<u>Date</u>	Chamber	Action	Measure Version	Enhanced View
01/24/2013 01:12 PM	Senate	Second Reading of Bills and Resolutions - Passed 47-0	13.8124.02000	13.8124.02000

Current Official Status of the Bill House: None Senate: INTRODUCED Governor: None

Official Actions

<u>Date</u>	Chamber	Action	Journal	Measure Version	FN	Enhanced View
01/08/2013	Senate	Introduced, first reading, referred Finance and Taxation Committee	SJ 28	13.8124.01000		13.8124.01000
01/21/2013	Senate	Committee Hearing - 10:30 AM	į.			
01/22/2013	Senate	Reported back amended, do pass, amendment placed on calendar 5 0 2	SJ 130	13.8124.01001		13.8124.01001
01/23/2013	Senate	Amendment adopted, placed on calendar	SJ 135			

SB 2158

Relating to bill of sale requirements in livestock transactions.

Committee Hearings

Date and Time	Committee	Room
01/25/2013 09:00 AM	Senate Agriculture	Roosevelt Park
02/01/2013 10:00 AM	Senate Agriculture	Roosevelt Park

Unofficial Actions

No unofficial actions for bill.

Current Official Status of the Bill House: None Senate: INTRODUCED Governor: None

Official Actions

<u>Date</u>	Chamber	Action	Journal	Measure Version	FN	Enhanced View
01/15/2013	Senate	Introduced, first reading, referred Agriculture Committee	SJ 73	13.0545.01000		13.0545.01000
01/15/2013	Senate	Introduced, first reading, referred Agriculture Committee	SJ 73	13.0545.01000		13.0545.

RSS Feeds

What is an RSS Feed?

RSS (**Really Simple Syndication**) is an XML-based format for sharing and distributing web content, such as news items or other syndicated content. Using an RSS reader, you can view web content feeds from various sources, including headlines, summaries, and links to full content.

RSS feeds benefit publishers by letting them syndicate content automatically. A standardized XML file format allows the information to be published once and viewed by many different programs. They benefit readers who want to subscribe to timely updates from favorite websites or to aggregate feeds from many sites into one place.

RSS feeds can be read using software called an "RSS reader", "feed reader", or "aggregator", which can be web-based, desktop-based, or mobile-device-based. The user subscribes to a feed by entering into the reader the feed's URI or by clicking a feed icon in a web browser that initiates the subscription process. The RSS reader checks the user's subscribed feeds regularly for new work, downloads any updates that it finds, and provides a user interface to monitor and read the feeds. RSS allows users to avoid manually inspecting all of the websites they are interested in, and instead subscribe to websites such that all new content is pushed onto their browsers when it becomes available.

References:

http://en.wikipedia.org/wiki/RSS http://rss-tutorial.com/rss-what-is-it.htm

How does the Legislative Bill Tracking System use RSS Feeds?

The Legislative Bill Tracking System allows you to track bills via RSS feeds for:

- Each of your bill tracking lists
- Each of your committee tracking lists
- Individual bills

Each RSS feed provides updates to bill information, including:

- Unofficial chamber actions (current date only)
- Official chamber actions
 - Daily posting of chamber actions to bill status which occurs as the end of each legislative day
- Scheduled conference committee hearings

System administrators may also send a message to all RSS feeds.

How to subscribe to RSS Feeds?

The following website provides information on how to subscribe to an RSS feed and also provides a tutorial: http://rss-tutorial.com/rss-how-to-subscribe-to-feeds.htm

The website also includes an RSS tutorial:

http://rss-tutorial.com/index.php

The website also includes information on selecting an RSS reader:

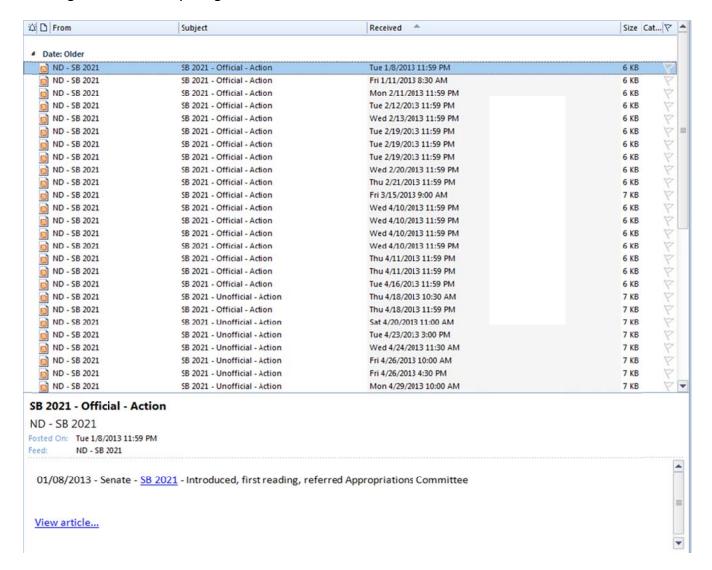
http://rss-tutorial.com/rss-select-an-rss-reader.htm

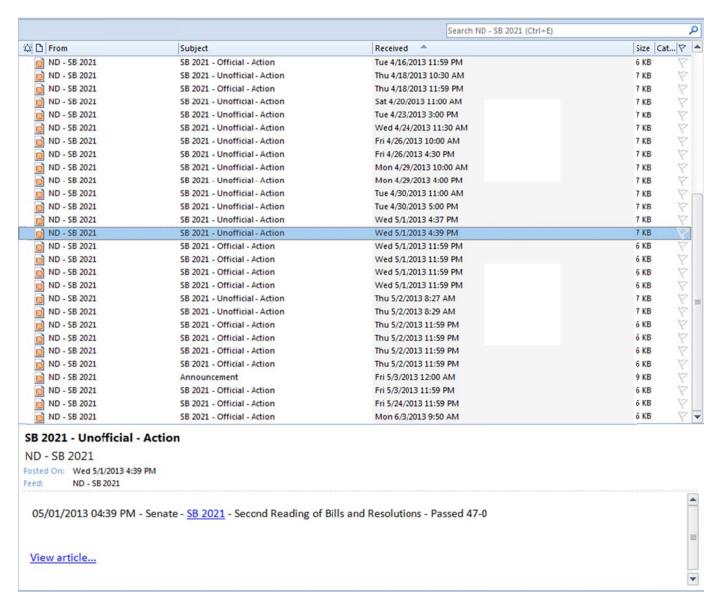
Additional information on RSS reader is available at:

http://en.wikipedia.org/wiki/News aggregator

Microsoft Outlook RSS Feed Sample

63rd Legislative Assembly - Regular Session - SB 2021





Click on "SB 2021" or "View article..." to view the bill status actions for SB 2021.



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Legislative Bill Tracking - View Bill: SB 2021

SB 2021 View Video

Relating to acceptance of funds and to agencies exempted from certain services of the information technology department; to provide for studies; to provide for a report to the budget section; to provide an appropriation for the office of management and budget; and to provide for various transfers.

Committee Hearings

No committee hearings found.

Unofficial Actions

No unofficial actions for bill.

Current Official Status of the Bill

House: PASSED Senate: PASSED Governor: SIGNED

Official Actions

Date	Chamber	Action	Journal	Measure Version	FN	Enhanced View
01/08/2013	Senate	Introduced, first reading, referred Appropriations Committee	SJ 19	13.8171.01000		13.8171.01000
01/11/2013	Senate	Committee Hearing - 08:30 AM				
02/11/2013	Senate	Reported back amended, do pass, amendment placed on calendar 13 0 0	SJ 298	13.8171.01001		13.8171.01001
02/12/2013	Senate	Amendment adopted, placed on calendar	SJ 324			
02/13/2013				13.8171.02000		13.8171.02000
02/13/2013	Senate	Laid over one legislative day	SJ 363			
02/19/2013	Senate	Amendment proposed on floor	SJ 457	13.8171.02001		13.8171.02001
02/19/2013	Senate	Amendment adopted	SJ 457	13.8171.02001		13.8171.02001
02/19/2013	Senate	Second reading, passed, yeas 47 nays 0	SJ 457	13.8171.03000		13.8171.03000
02/20/2013	House	Received from Senate	HJ 580			
02/21/2013	House	Introduced, first reading, referred Appropriations Committee	HJ 604	13.8171.03000		13.8171.03000
03/15/2013	House	Committee Hearing - 09:00 AM				
04/10/2013	House	Reported back amended, do pass, amendment placed on calendar 17 4 1	HJ 1332	13.8171.03002		13.8171.03002
04/10/2013	House	Amendment adopted, placed on calendar	HJ 1338			
04/10/2013	House	Second reading, passed as amended, yeas 80 nays 13	HJ 1338	13.8171.04000		13.8171.04000
04/10/2013	Senate	Returned to Senate (12)	SJ 1248			

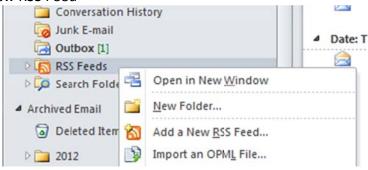
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